


VACANCY NOTICE

#2000-00

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Planning & Program Development Specialist</u>	CLASSIFICATION CODE: <u>00707600</u>
	SALARY RANGE: <u>Gr.320A 35,310 - 40,075</u>	REFERENCE POSITION NO.: <u>318</u>
	APPLICATION PERIOD: <u>1/24/06 - 2/07/06</u>	
	Department or Agency Name <u>Division/Section/Unit</u>	
	Other Comm. & A. <u>Board of Elections</u>	
	Assignment(s) / Comments	
General Information to Candidate	Shift and Days: <u>Mon. - Fri. 8:00 to 4:00 Non-standard</u>	Job Location: <u>50 Branch Ave. Providence</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>Council 94</u>	
	There is <u> </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none">• The title of the position for which you are applying• Title of your present position and date you entered it• Date you entered State service• Name of department where you are currently employed• Your business telephone number• Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none">• Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.• Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: SEE ATTACHED	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u></p> <p>Tina M. Benros Board of Elections 50 Branch Ave. Providence, RI 02904</p> <p><u>PLEASE DO NOT FAX APPLICATIONS</u></p> <p>Telephone #: <u>222-1905</u> TDD #: <u>222-2239</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

Title Of Position: Planning & Program Development Specialist

Salary Range: 320A / 35,310 – 40,075

Agency Name: Board Of Elections

Employee Status: Union Unclassified

Job Location: Providence

GENERAL STATEMENT OF DUTIES/RESPONSIBILITIES:

- To initiate, plan, develop, implement and review programs and projects as assigned.
- Person will be responsible for researching, implementing and administering programs, projects and activities associated with the agency's election and voter registration responsibilities and other related subjects.
- Duties include coordinating various assigned election administration activities and responsibilities among the Board, state and local election officials and other parties, as may be necessary.
- Individual may be responsible for preparing and writing hand books, manuals and booklets and developing any other types of informational and educational materials that may be required;
- Conducting educational and training seminars; making presentations; assisting in preparing newsletters and brochures; Perform assorted administrative and clerical functions as may be assigned.
- Person will research a wide range of election and voter registration issues; gather and compile statistical data; assist and respond to requests from federal, state and local officials and agencies, public and private organizations and the general public; research legislation; act as a liaison with election officials and assist in other office-related duties as may be required.

Individual will work under the general supervision of a superior in carrying out the directives and policies established by the Board. In addition to the regular duties of this position, the individual shall at any time and from time to time perform such other duties as may be assigned to him/her by the Board of Elections in addition to, or in lieu of, his/her duties.

- Answer all incoming calls; transmit all phone calls and messages to the appropriate persons; oversee agency phone system;
- Greet, assist and direct all visitors;
- Receive and respond to inquiries of an "ordinary" nature, including e-mail;
- Perform data entry and construct spreadsheets;
- Prepare and word process (type) correspondence;
- Accept and process campaign finance data & reports both manually and via computer;
- Scan and file assorted reports;
- Receive & distribute incoming mail; prepare outgoing mail; maintain & update agency message/bulletin boards;
- Conduct research and compile data;
- Assist with voter registrations and the dissemination of registration forms and materials;
- Assist with the collection and dissemination of election forms and materials;
- Accept reports, forms and supplies delivered to agency;
- Prepare & post notices and notify appropriate persons for meetings/hearings/appeals;
- Assist in preparing for meetings/hearings/appeals: stenographer, meeting room, etc.;
- Oversee "office supplies"; maintain inventory and order necessary stationary, forms and office supplies; organize and maintain file of vendors, MPAs & MBEs, etc.;
- Process invoices/statements/vouchers/purchase requisitions on RI-Sail software;

- Oversee maintenance of office equipment (e.g. copiers, fax machines) and reception area;
- Assist with voter registration activities, campaign finance and election-related duties, as directed;
- Order and inventory election material;
- Coordinate the packaging of election materials for each election;
- Conduct Election Official Training as and alternate;
- Maintain inventory of voting equipment;
- Set up and preparation of the recount area;
- Layout of the voting equipment for testing;
- Repair and maintenance of voting booths, Optech IIIpe and Automark voting equipment;
- Assist in coordination of recounts and processing of mail ballots;
- Coordinate the setup of the supply boxes in preparation for elections;
- Assist with various office, clerical or administrative tasks, as may be required;
- Prepare and process payroll on State Mainframe for agency;
- Prepare, post, and mail vacancy notices and process personnel documents;

KNOWLEDGE, SKILL & CAPACITIES:

Must possess excellent written and oral communication skills, including public speaking; initiative and a high level of motivation are essential; demonstrated leadership and organizational skills; ability to work independently or with staff in developing, writing and implementing programs and projects; possess strong interpersonal skills, including the ability and desire to work effectively and professionally with superiors, agency personnel and the public. Person must be meticulous and comprehensive in the performance of his/her duties; able to coordinate multiple projects and work assignments; have a working knowledge of and worked with computers and other office equipment; familiar with standard office procedures; possess word processing skills and the ability to create spreadsheets. Individual must be innovative and creative; possess strong analytical, planning and problem solving skills; and related capacities and abilities.

Minimum Qualifications:

Education: Such as has been gained through: possession of a Bachelor's Degree from a college of recognized standing ; and

Experience: Such as may have been gained through: employment or engagement in a program development or project management in an environment requiring working with the public.

Or, any combination of education and election experience that shall be substantially equivalent to the above education and experience.

Special Qualifications: Evidence of research and report writing skills.